



STAFF REPORT

MEETING DATE: January 4, 2024

AGENDA ITEM: 5A

TITLE:

Consider action to approve Parks and Public Tree Advisory Board minutes from the November 2, 2023 and December 7, 2023 regular meeting minutes.

AGENDA ITEM SUBMITTED BY:

Sandy Holder, Public Works Technician
Curtis Hancock, Public Works Director

BACKGROUND/HISTORY:

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
 - 1. State the subject of each deliberation; and
 - 2. Indicate the vote, order, decision, or other action taken.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Approve, amend, or correct the minutes of the November 2, 2023 and December 7, 2023 regular meeting Parks and Public Tree Advisory Board.

ATTACHMENTS:

N/A